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A program of the National Institutes of Health



National Institutes of Health
Office of Extramural Research

eRA Commons Personal Profile Module User Guide

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Troubleshooting support:

Please contact the eRA Help Desk:

Toll-free: 1-866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

Web: <http://era.nih.gov/help> (Preferred method of contact)

Email: commons@od.nih.gov (for Commons Support)

Email: helpdesk@od.nih.gov (for IMPAC II Support)

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

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DOCUMENT HISTORY

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The most current version of this document will be available on the eRA website: <http://era.nih.gov>.

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1 eRA Commons Personal Profile Module

The Personal Profile module in Commons is the central repository of information for all Commons registered users. It is designed so that individual eRA system users hold and maintain ownership over the accuracy of their own profile information. This profile information is then integrated throughout eRA's systems and used for a variety of agency business such as peer review, application data, and trainee data.

NOTE: You can delegate the authority to maintain your profile to other users within your institution.

The personal profile is divided into sections of information and includes:

- Name and ID: Personal information such as name, contact information, date of birth
- Demographics: Race, ethnicity, gender
- Employment: Current employment and past employment history
- Reviewer Information: Reviewer work address for those users performing tasks in IAR as a Reviewer
- Trainee Information: Trainee permanent address for those with Trainee roles using the xTrain module
- Education: Degree and residency information
- Reference Letters: Letters of reference submitted to NIH
- Publications: Access to MY NCBI, at which publications can be viewed

NOTE: Depending on your Commons role, you might not have access to all sections of the Personal Profile.

The information found in this user guide also is available as online help (<http://era.nih.gov/erahelp/ppf>).

1.1 *Selecting a Profile to Edit*

Any active Commons user can grant another active user the ability to enter his Personal Profile by delegating PPF authority. If you have been designated with this authority, you must select which profile you wish to access.

After selecting the **Personal Profile** tab from the Commons menu, you will be instructed to choose a profile for editing.

Select a name from the **Profile to Edit** drop-down list and click the **Select Profile** button. The profile of your selected person displays and changes made will be reflected on that profile.

To switch profiles, select the **Personal Profile** tab again and choose a different profile from the list.



Figure 1: Select Profile for Edit

1.2 Personal Profile Summary

The *Personal Profile Summary* page provides access to viewing and editing the different components of the Personal Profile.

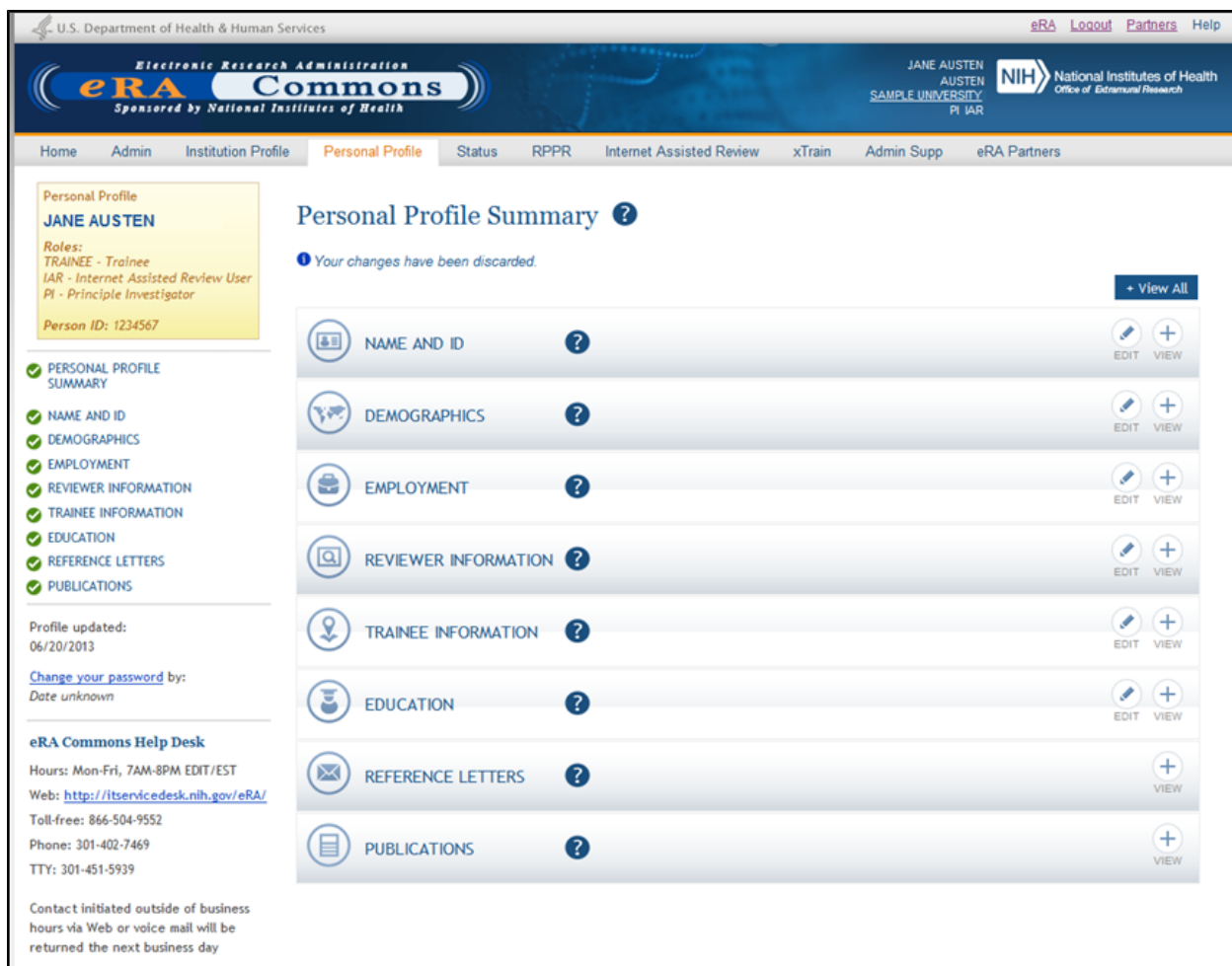


Figure 2: Personal Profile Summary Page

1.2.1 Dashboard

The left side of the summary page contains the dashboard of user information including user name, ID, and a list of user roles; update and access information for the Personal Profile and for eRA Commons; and eRA Commons Help Desk contact information.

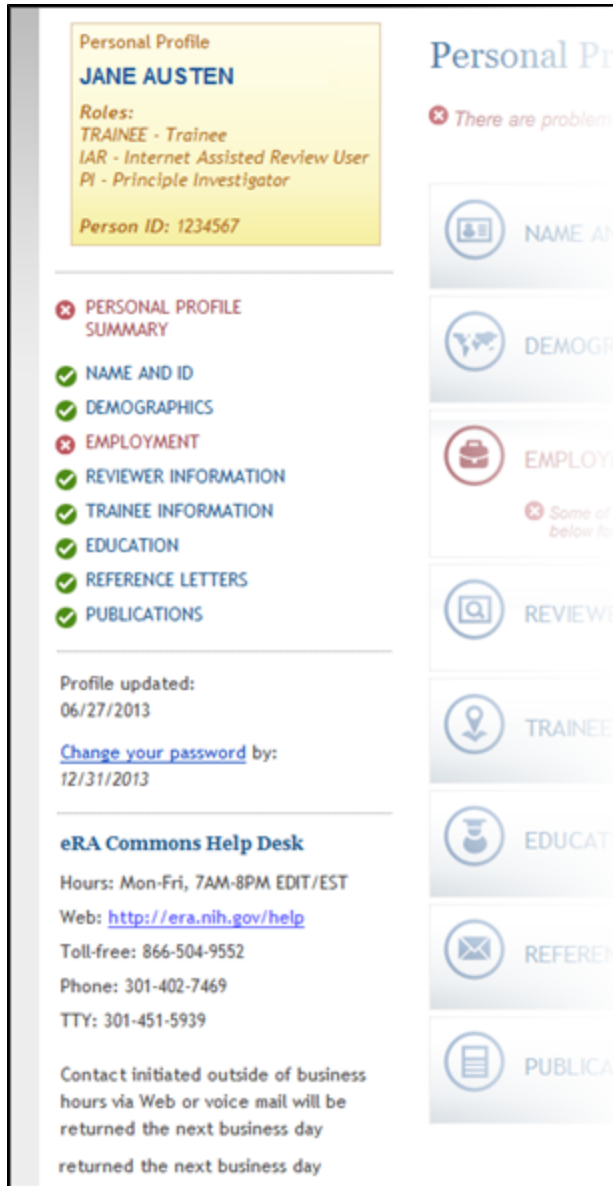


Figure 3: Personal Profile Dashboard

Personal Profile Information:

- Name of the personal profile
- List of roles associated with the personal profile

- Person ID associated with the personal profile

Personal Profile Navigation Links

The largest block of information in the left side column is the set of navigation links for each of the components of the Personal Profile.

- Name and ID
- Demographics
- Employment
- Reviewer Information
- Trainee Information
- Education
- Reference Letters
- Publications

Next to each link is a status indicator, providing a visual indication of whether all required fields for that component are complete. A green check indicates that the information is complete, while a red X informs that information is missing. The status indicators are updated each time you save the personal profile. Selecting a link opens the corresponding component of the personal profile in a read-only view mode.

NOTE: The links displayed in the left column vary depending on your user role. Not all profile components are available for all Commons users. If you are affiliated with multiple institutions and hold different roles at each, your profile will display the components applicable for all roles across affiliations.

Update and Access Information:

- **Profile Updated:** system displays date when the user last performed a save on the Personal Profile
- **Change your password:** Date when password will expire plus a link for accessing the *Change Password* feature

eRA Commons Help Desk Information

Includes the hours, phone numbers, and web address for contacting and creating a ticket for system support.

1.2.2 Main Section

The main section of the *Personal Profile Summary* displays profile information for each component in expandable and collapsible tiles. Each component contains certain required

information. If any of this information is missing from a section, a message displays across the top of the screen as well as in the header for the incomplete component.

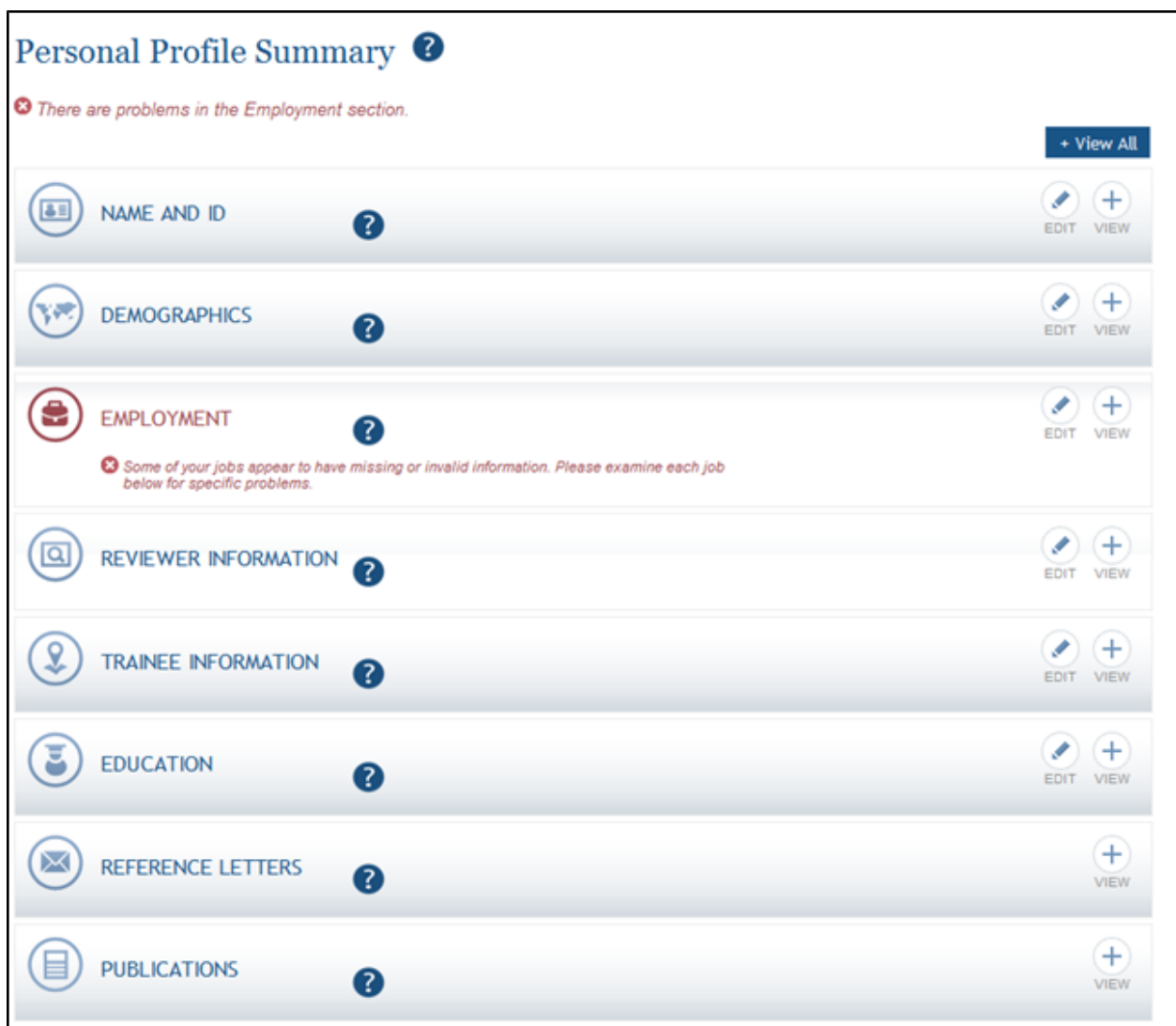
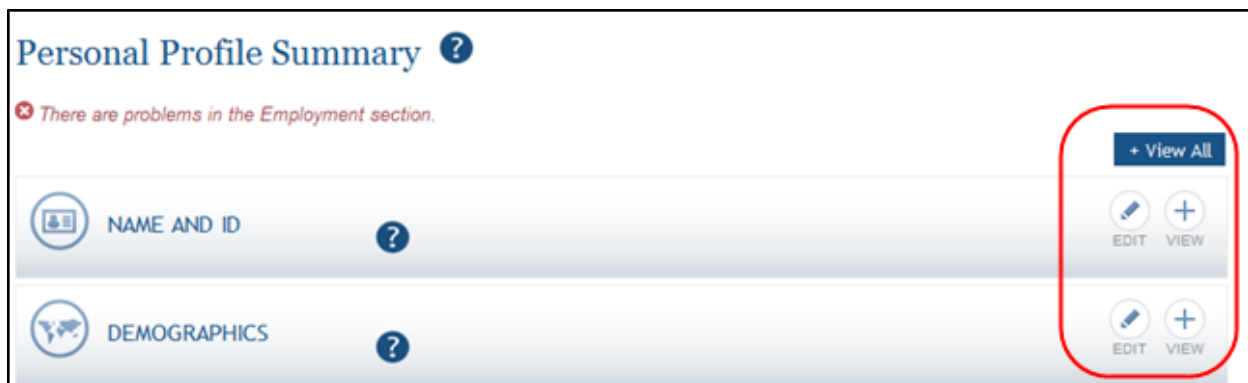


Figure 4: Personal Profile Summary Indicating Missing Information

You can expand the component tiles partially for viewing (read-only) or entirely for editing. Tiles can be expanded:

- By selecting the **View All** button to expand all components
- By selecting the **View** button in a specific header to expand that individual component
- By selecting the **Edit** button to update the component



Tip: If you are using Internet Explorer and a tile of the Personal Profile does not expand correctly, try clicking the Compatibility View button on your browser's address bar.

Figure 5: View, View All, & Edit links

1.2.3 Personal Profile Online Help System

Select any of the question mark icons (?) within the Personal Profile to access content specific help. The help icons are located on the *Personal Profile Summary* page heading as well as within each component's heading and will lead you to a help topic specific to the icon you selected (e.g., the icon on the **Name and ID** heading opens the help topic pertaining to **Name and ID** component of the Personal Profile).

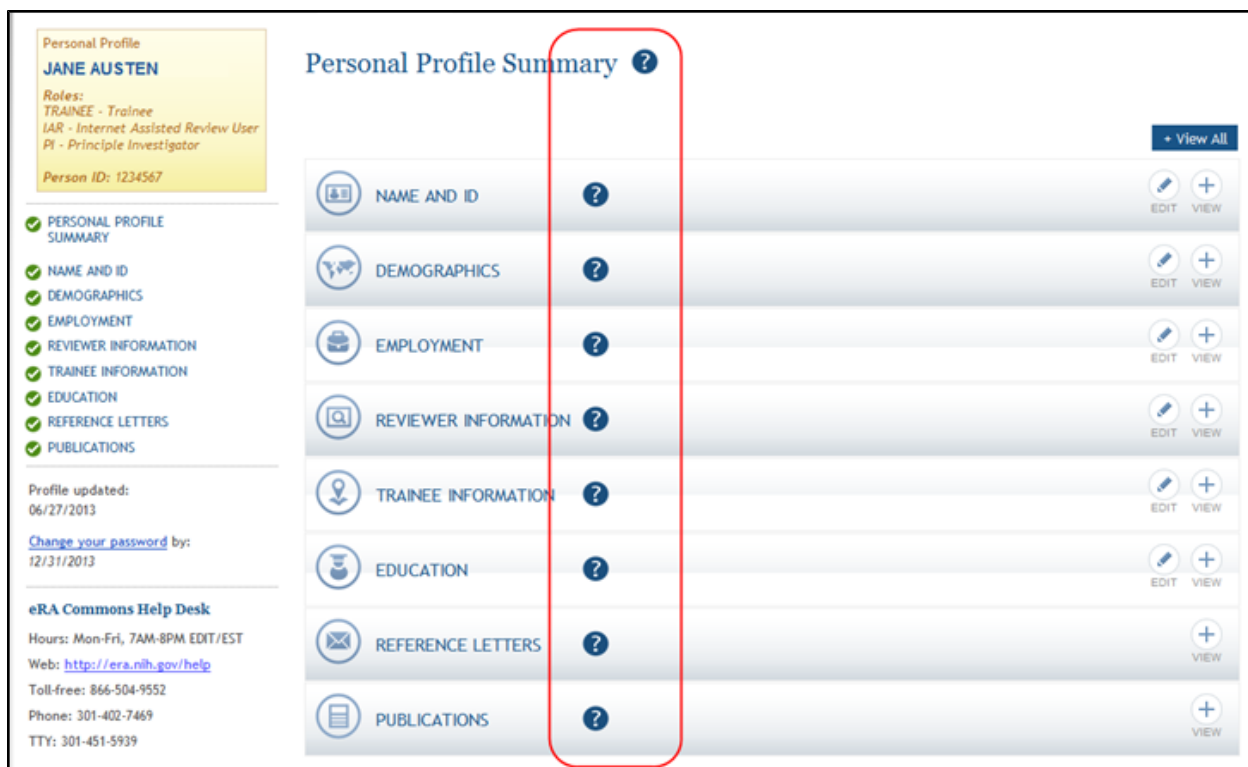


Figure 6: Personal Profile Online Help Icons

The online help is also accessible by entering the following URL into your browser: <http://era.nih.gov/erahelp/ppf>

1.3 What's the Difference Between View and Edit?

The Personal Profile provides you two ways to access your information: view mode and edit mode.

1.3.1 Viewing the Information in Your Profile

View mode provides a read-only summary of the information within a specific component of the profile. In view mode, not all maintained fields are displayed. There are several methods for viewing the components of your profile:

- Select a link from the dashboard on the left side of the *Personal Profile Summary* screen to view that component's summary
- Select the **View** button from the header of an individual component to view that component's summary (select **Close** to hide it). When you select **View**, the current topic collapses when the selected one expands.
- Select the **View All** button to display the summaries of all components of your profile (select **Hide All** to hide them)

The screenshot displays the 'Personal Profile Summary' page for Jane Austen. The sidebar on the left lists the following sections with checkmarks: PERSONAL PROFILE SUMMARY, NAME AND ID, DEMOGRAPHICS, EMPLOYMENT, REVIEWER INFORMATION, TRAINEE INFORMATION, EDUCATION, REFERENCE LETTERS, and PUBLICATIONS. The main content area shows a table of these sections with 'EDIT' and 'VIEW' buttons. A red circle highlights the '+ View All' button in the top right corner of the table.

Section	EDIT	VIEW
NAME AND ID	EDIT	VIEW
DEMOGRAPHICS	EDIT	VIEW
EMPLOYMENT	EDIT	VIEW
REVIEWER INFORMATION	EDIT	VIEW
TRAINEE INFORMATION	EDIT	VIEW
EDUCATION	EDIT	VIEW
REFERENCE LETTERS	EDIT	VIEW
PUBLICATIONS	EDIT	VIEW

Figure 7: Personal Profile View Options

1.3.2 Editing the Information in Your Profile

You can edit any available component of your profile by selecting the **Edit** button on the section's header. This expands the tile and displays the fields for editing. You can then update the information as necessary.

NOTE: Not all components can be edited. Those components do not have an **Edit** button.

U.S. Department of Health & Human Services

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JANE AUSTEN
AUSTEN
SAMPLE UNIVERSITY
PI IAR

NIH National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
IAR - Internet Assisted Review User
PI - Principle Investigator
Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
TRAINEE INFORMATION
EDUCATION
REFERENCE LETTERS
PUBLICATIONS

Profile updated:
06/27/2013
Change your password by:
12/31/2013

eRA Commons Help Desk
Hours: Mon-Fri, 7AM-8PM EDT/EST
Web: <http://era.nih.gov/help>
Toll-free: 866-504-9552
Phone: 301-402-7469
TTY: 301-451-5939

Contact initiated outside of business hours via Web or voice mail will be returned the next business day

Personal Profile Summary ?

+ View All

NAME AND ID	EDIT	VIEW
DEMOGRAPHICS	EDIT	VIEW
EMPLOYMENT	EDIT	VIEW
REVIEWER INFORMATION	EDIT	VIEW
TRAINEE INFORMATION	EDIT	VIEW
EDUCATION	EDIT	VIEW
REFERENCE LETTERS		VIEW
PUBLICATIONS		VIEW

Figure 8: Personal Profile Edit Options

Keep in mind that when you select the **Edit** button for a component, it places you in edit mode for all components of your profile. While in edit mode, you can continue updating the other components of the profile by selecting the **View** button for each one, which collapses the tile of the current component you are editing and expands the one you have selected.

As in the view mode, if you'd like to expand all tiles for editing at the same time, use the **View All** button at the top of the profile.

When you are done editing your profile, select the **Save All** button. This is the only method of saving the changes you've made. Selecting **Save All** keeps you in edit mode, so you can keep saving your work along the way.

NOTE: Hiding or closing individual components of the profile is not the same thing as saving the information. If you navigate away from the personal profile, your changes will be lost. You must select the **Save All** button to save your changes!

U.S. Department of Health & Human Services

eRA Commons

JANE AUSTEN
AUSTEN
SAMPLE UNIVERSITY
PI IAR

NIH National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
IAR - Internet Assisted Review User
PI - Principle Investigator
Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
TRAINEE INFORMATION
EDUCATION
REFERENCE LETTERS
PUBLICATIONS

Profile updated:
06/20/2013
[Change your password](#) by:
Date unknown

eRA Commons Help Desk
Hours: Mon-Fri, 7AM-8PM EDT/EST

Personal Profile Summary

+ View All Save All Discard Changes

NAME AND ID

VIEW

DEMOGRAPHICS

The information you give for gender, race, ethnicity, and disadvantaged background is used only for aggregated statistical reporting. Your individual information for these items is confidential and protected by the Privacy Act of 1974.

By filling in these items, you help NIH gather information on participation in NIH programs by people from diverse groups. That, in turn, helps NIH identify inequities in recruitment and retention, and promote diversity in science.

Gender

*Gender

☒ Female
☐ Male
☐ Do not wish to provide

*Required Field(s)
This information is used only for aggregate statistical reporting.

Ethnicity and Race

* Ethnicity

☐ Hispanic/Latino
☒ Non-Hispanic
☐ Do not wish to provide

* Race
(Check all that apply)

☐ American Indian or Alaskan
☐ Asian
☐ Black or African American
☒ White

This information is used only for aggregate statistical reporting.
This information is used only for aggregate statistical reporting.

Figure 9: Personal Profile in Edit Mode

If you wish to discard your changes, select the **Discard Changes** button, then select **Yes** from the confirmation pop-up message. Keep in mind that any information you've added since the last time you hit **Save All** will be discarded when you hit the **Discard Changes** button!

Refer to the help topics for each individual profile component to see what fields are available for editing.

2 Name and ID

The Name and ID component of the Personal Profile allows you to view, add, or update your:

- Name
- Email address
- Preferred address information for all communication generated from Commons
- Identification information to differentiate you from other Commons users with a similar name
- Citizenship status

All Commons users have access to the Name and ID component of the Personal Profile.

2.1 *Viewing Name and ID*

You can view the information in the Name and ID component of the profile by:

- Selecting the Name and ID link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the Name and ID component tile header

The information displays as read-only.

- **Name**
- **Username**
- **eRA Person ID**
- **Email for Account-Related Communications**
- **Contact Information for Commons Communications**

U.S. Department of Health & Human Services

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AUSTEN
SAMPLE UNIVERSITY
PI IAR

NIH National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
IAR - Internet Assisted Review User
PI - Principle Investigator
Person ID: 1234567

Personal Profile Summary ?

+ View All

NAME AND ID ?

EDIT CLOSE

✓ All questions answered.

Name: JANE AUSTEN
Username: AUSTEN
eRA Person ID: 1234567

NIH uses this information to identify you and accurately match your account.

Contact Information

Email for Account-Related Communications: JAusten@email.com
Contact Information for Commons Communications: SAMPLE UNIVERSITY
123 University Blvd.
Building 10
College Town, VA 12345
UNITED STATES
Email: J_Austen@sample.edu
Phone: 7035552345

NIH will use this email if you need to reset your password or if there is no other way to reach you.
Select a job for NIH to use for all Commons communications.

Profile updated:
06/27/2013
Change your password by:
12/31/2013

eRA Commons Help Desk
Hours: Mon-Fri, 7AM-8PM EDT/EST
Web: <http://era.nih.gov/help>
Toll-free: 866-504-9552
Phone: 301-402-7469

DEMOGRAPHICS ?

EDIT VIEW

Figure 10: Summary View of Personal Profile Name and ID

2.2 Editing Name and ID

Select the **Edit** button on the Name and ID header to display all the editable fields available in this component of the Personal Profile. The following fields are available for editing:

Name

- **Prefix:** Select a choice from the drop-down list.
- **First Name (required):** Enter your first name.
- **Middle Name:** If you have a very common name, it is helpful to enter your middle name.
- **Last Name (required):** Enter your last name.
- **Suffix:** Select a choice from the drop-down list.

Email Address

- **For account-related communications**

Enter the email address at which you prefer to receive communications from Commons

about managing your profile, including reminders for re-setting your password. This will also be the addresses used if no other means of reaching you is provided. Required field.

- **Replace other email addresses?**

Select this checkbox if you would like this account-related communications email address to replace the email address(es) you provided for Grants Communication and Reviewer Correspondence in the other sections of the Personal Profile. Required field.

Address for Grants-Related Communications

- **Use contact information from current job**

Select a job from the drop-down list.

Remember: you can update your jobs on the Employment section of the profile. A link to Employment is provided next to this field.

Identification

- **Date of Birth** (required)

Enter your date of birth in the format MM/DD/YYYY or select the calendar icon to search for and select the date.

- **Social Security Number** (optional)

Enter the last four digits of your SSN to help eRA identify you better.

Citizenship Status

- **What country are you a citizen of?** (required)


Select a country from the drop-down list.

- **Status in the United States** (required)


Select the appropriate radio button.

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

[+ View All](#)
[Save All](#)
[Discard Changes](#)


NAME AND ID

?


 CLOSE

Name

Prefix

*First Name

Middle Name

*Last Name

Suffix

***Required Field(s)**

If you have a common name, please include your middle name to help uniquely identify you.

When you submit a grant, enter your name there the same way you do here.

Email Address

*For account-related communications

☐ Replace other email addresses?

NIH will use this mail if you need to reset your password or if there is no other way to reach you.

By checking this checkbox, you will replace the 'Grants Communication' and 'Reviewer Correspondence' email addresses in this profile with the email address above the checkbox.


Address for Grants-Related Communication

Use contact information from current job

Select one of your job addresses to receive all Commons communications (by email or mail)

...or go to the [Employment](#) section of this form, where you can update the address or provide a new work address. Then save the profile and return here.

Identification

*Date of Birth  MM/DD/YYYY

or ☐ Do Not Wish to Provide

Social Security Number

Your birth date helps NIH staff in identifying and managing your system records.

NIH asks that you voluntary provide the last 4 digits of your Social Security Number to accurately identify this account

[Commons Privacy Notice](#) »

Citizenship Status

*What country are you a citizen of?

*Status in the United States

☒ U.S. citizen or non-citizen national

☐ Non-U.S. Citizen

☐ With a permanent U.S. resident visa

☐ Not residing in the U.S.

☐ Permanent Resident of U.S. Pending

***Required for a person appointed to and supported by a NRSA or non-NRSA research training award (Trainee), institutional career award (Scholar) or research education award (Participant)**

Figure 11: Edit Mode for Personal Profile Name and ID

IMPORTANT: Your Personal Profile will not save if there are any required fields missing data. Before navigating away from or closing the Personal Profile, review the ‘problem’ messages on the screen to determine if required information is missing. If so, all of your changes will be lost unless you enter the required information and re-save your profile.

3 Demographics

The Demographics component of the Personal Profile allows you to view, add, or update your:

- Gender
- Ethnicity and race
- Disability

If you are in a training or career development program, you must answer questions concerning:

- Repayment of federal debt (required if you have a Trainee role)
- Disadvantaged background (required if you have a Trainee role)

All Commons users have access to the Demographics component of the Personal Profile.

3.1 Viewing Demographics

You can view the information in the Demographics component of the profile by:

- Selecting the Demographics link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the Demographics component tile header

The following information displays as read-only:

- **Gender**
- **Ethnicity**
- **Race**
- **Disability**
- **Disadvantaged**
- **Federal Debt**

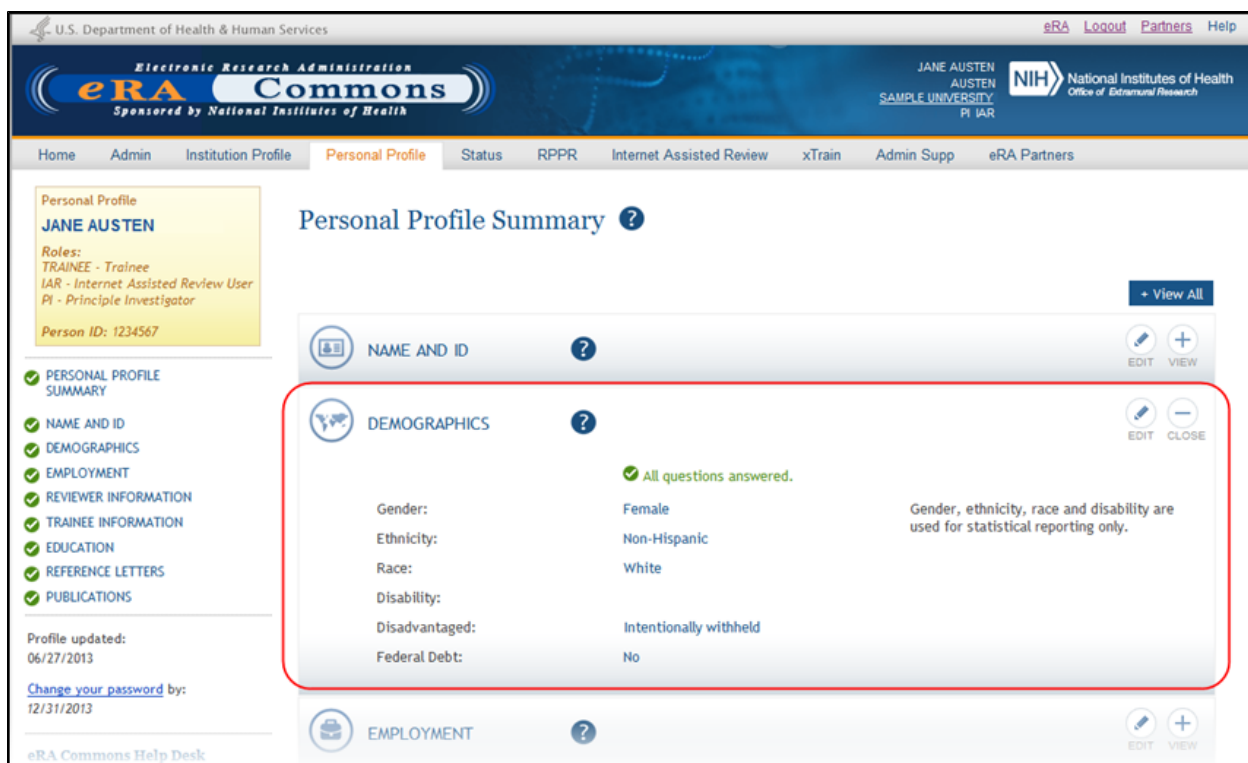


Figure 12: Summary View of the Personal Profile Demographics

3.2 Edit Demographics

Select the **Edit** button on the Demographics header to display all the editable fields available in this component of the Personal Profile. The following fields are available for editing:

Gender

Select the radio button for one of the options (required):

- **Female**
- **Male**
- **Do not wish to provide**

Ethnicity and Race

Select the radio button for the appropriate response to:

- **Ethnicity** (required): Select one option.
- **Race** (required): Select all that apply.

Disability

Select a response to the question **Do you have a disability?**. If Yes, select the checkbox for the disability you have. This is a required field.

Questions for Those in Training and Career Development Programs

The following questions are required for those persons appointed to and supported by NRSA or non-NRSA research training, institutional career award, or research education award.

- **Are you delinquent on the repayment of any U.S. Federal debts?**

Select the appropriate radio button. For a response of Yes, use the text box for a mandatory explanation. Use the link provided next to this field to see examples of debts requiring a Yes response.

- **Are you from a disadvantaged background?**

Select the appropriate radio button. Use the link provided next to this field to see the full definition of disadvantaged background.

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

[+ View All](#)
[Save All](#)
[Discard Changes](#)

NAME AND ID

?

VIEW

DEMOGRAPHICS

?

CLOSE

The information you give for gender, race, ethnicity, and disadvantaged background is used only for aggregated statistical reporting. Your individual information for these items is confidential and protected by the Privacy Act of 1974.

By filling in these items, you help NIH gather information on participation in NIH programs by people from diverse groups. That, in turn, helps NIH identify inequities in recruitment and retention, and promote diversity in science.

Gender

***Gender**

☒ Female

☐ Male

☐ Do not wish to provide

***Required Field(s)**

This information is used only for aggregate statistical reporting.

Ethnicity and Race

*** Ethnicity**

☐ Hispanic/Latino

☒ Non-Hispanic

☐ Do not wish to provide

*** Race**
(Check all that apply)

☐ American Indian or Alaskan

☐ Asian

☐ Black or African American

☒ White

☐ Native Hawaiian or Pacific Isl

☐ Do not wish to provide

This information is used only for aggregate statistical reporting.

This information is used only for aggregate statistical reporting.

Disability

*** Do you have a disability?**

☒ No

☐ Yes (Check all that apply)

☐ Hearing

☐ Mobility/Orthopedic Impairment

☐ Visual

☐ Other

☐ Do not wish to provide

This information is used only for aggregate statistical reporting.

Questions for Those in Training and Career Development Programs

***Required for a person appointed to and supported by a NRSA or non-NRSA research training award (Trainee), institutional career award (Scholar) or research education award (Participant)**

Are you delinquent on the repayment of any U.S. Federal debts?

☒ No

☐ Yes

If your answer is "yes" you must explain.

A "yes" answer with an explanation will not necessarily keep you from getting an appointment as a trainee. However, you may be contacted to provide more information.

[See examples of debts that would require a "yes" answer](#) »

Are you from a disadvantaged background?

☐ No

☐ Yes

☒ Do not wish to provide

You may be from a disadvantaged background if you are from one of the following: a family with below-average income or a social, cultural, or educational environment that kept you from obtaining the knowledge, skills, and abilities you need for a research career.

[See the full definition of "disadvantaged background"](#) »

Figure 13: Edit Mode for Personal Profile Demographics

IMPORTANT: Your Personal Profile will not save if there are any required fields missing data. Before navigating away from or closing the Personal Profile, review the ‘problem’ messages on the screen to determine if required information is missing. If so, all of your changes will be lost unless you enter the required information and re-save your profile.

4 Employment

The Employment component of the Personal Profile allows you to view, add, or update your research and professional employment history for current and past employment.

The Employment component is considered complete if:

- PI and IAR roles: Personal Profile contains employment for the past 3 years
- Trainee roles: Personal Profile contains at least one employment entry
- Admin roles: Personal Profile contains at least one current employment entry

All Commons users have access to the Employment component of the Personal Profile.

4.1 View Employment

You can view the information in the Employment component of the Personal Profile by:

- Selecting the Employment link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the Employment component tile header

The following information displays as read-only:

- **Current Jobs:** Includes any employment entered into the profile with no end date or an end date in the future
- **Past Jobs:** Includes any employment entered into the profile with an end date in the past

U.S. Department of Health & Human Services

eRA Commons
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JANE AUSTEN
SAMPLE UNIVERSITY
PI IAR

NIH National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
IAR - Internet Assisted Review User
PI - Principle Investigator
Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
TRAINEE INFORMATION
EDUCATION
REFERENCE LETTERS
PUBLICATIONS

Profile updated:
06/27/2013
[Change your password](#) by:
12/31/2013

eRA Commons Help Desk
Hours: Mon-Fri, 7AM-8PM EDT/EST
Web: <http://era.nih.gov/help>
Toll-free: 866-504-9552
Phone: 301-402-7469
TTY: 301-451-5939

Contact initiated outside of business hours via Web or voice mail will be returned the next business day

Personal Profile Summary ?

+ View All

NAME AND ID ? EDIT VIEW

DEMOGRAPHICS ? EDIT VIEW

EMPLOYMENT ? EDIT CLOSE

Current Jobs:

COUNTY COLLEGE
Professor
01/2013 - present
① This is your primary employment.
✓ You are affiliated with this institution.

Past Jobs:

SOMEOTHER UNIVERSITY
02/2007 - 07/2009

3 years of employment history is used to determine conflicts of interest.
Enter fellowships as jobs.

✓ All questions answered.
✓ 3 years of employment history in profile.

REVIEWER INFORMATION ? EDIT VIEW

Figure 14: Summary View of Personal Profile Employment



4.2 Edit Employment


Select the **Edit** button on the Employment header to display all the editable fields available in this component of the Personal Profile.



In the edit mode of Employment, you can add, update, or remove current and past jobs.


When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.



[+ View All](#) [Save All](#) [Discard Changes](#)


 NAME AND ID 

 VIEW

 DEMOGRAPHICS 

 VIEW

 EMPLOYMENT 

 CLOSE

Current Jobs

[Add a New Job](#)

Past Jobs

[Add a Past Job](#)

Figure 15: Edit Mode of Personal Profile Employment

4.2.1 Current Jobs

Displays all current jobs (i.e., jobs with no end date entered) information, including:

- **Dates:** Indicates the start date to present
- **Employment and Contact Details:** Includes information such as name of the institution; department; street address; phone; email address
- **Status:** Includes information such as current affiliation with institution; whether this job has been selected as your address for communication; whether this job is your Primary Employment

From within the **Current Job** section, you can perform the following tasks:

- **Add a New Job:** Provides access for entering details for another current job
- **Edit:** Provides access for editing all details of the specific current job
- **Quick Update:** Provides access for editing basic information of the specific current job.
- **Leave Job:** Provides access for entering an end date for the specific job

4.2.2 Past Jobs

Displays all past jobs (i.e., jobs with an end date entered) information, including:

- **Dates:** Indicates the start date to present
- **Institution and Position:** Includes information such as name of the institution and position held there
- **Status:** Includes information such as your current affiliation with institution

From within the **Past Jobs** section, you can perform the following tasks:

- **Add a Past Job:** Provides access for entering details for another past job
- **Edit:** Provides access for editing all details of the specific current job

IMPORTANT: Your Personal Profile will not save if there are any required fields missing data. Before navigating away from or closing the Personal Profile, review the ‘problem’ messages on the screen to determine if required information is missing. If so, all of your changes will be lost unless you enter the required information and re-save your profile.

4.3 Updating Your Current Job(s)

4.3.1 Adding a Current Job

If a current job is missing from the list, you can add a new one using the **Add a New Job** button in the Employment component of the Personal Profile.

1. Select the **Add a New Job** button from within **Current Jobs**.

The **Add Current Job** data fields display.

2. Enter the new job information in the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Select the **Chose from List** button to search for a select a company or institution.
 - Select the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the job in a MM/YYYY format.

End Date

Enter the end date only if not currently in the job, otherwise leave this field blank.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes:

- **This is my primary employment**
 - Choose: This job is **Full** time or **Part** time (required)
 - Choose: This is a job working directly for the federal government **Yes/No** (required)
- **This is a faculty teaching position**
 - Select an option from the drop-down list that best matches your academic rank.

- **This is an academic administrative position**
 - Select an option from the drop-down list that best matches your administrative position.

Your address and contact information at this job

Select the appropriate checkbox(es):

- **Use this contact information for Commons communications**
- **Use this contact information for Reviewer communications**

Enter the address information:

- **Street Address** (required)
- **City** (required)
- **Country** (required)
- **State/Province** (required)
- **ZIP Code** (required)
- **Phone** (required)

Select the appropriate checkbox(es):

- **Use this email for Commons communications**
- **Use this email for Reviewer communications**

Enter your email address in the **Email** field (required).

3. Select the **Add** button.
4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

EMPLOYMENT ? CLOSE

You have 2 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs Add a New Job

Add Current Job *Required Field(s)

*Employer ☐ I work in a company or institution outside NIH
(No organization selected) Change

☐ I work inside NIH Select One

*Start Date MM/YYYY

End Date MM/YYYY (leave blank if still in this job)

Job Title

About this job

NIH uses this information for statistical analysis

☐ This is my primary employment

*This job is ☒ Full time ☐ Part time

*This is a job working directly for the federal government ☐ Yes ☐ No

☐ This is a faculty teaching position

☐ This is an academic administrative position

Your address and contact information at this job

*Street Address

*City

*Country Select One

*State/Province Select One

*Zip Code

*Phone

*Email

Add Cancel

Figure 16: Add Current Job Data Fields

4.3.2 Editing a Current Job

1. Select the **Edit** button for the current job.

The **Edit Current Job** data fields display.

2. Enter information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Select the **Chose from List** button to search for a select a company or institution.
 - Select the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the job in a MM/YYYY format.

End Date

Enter the end date only if not currently in the job, otherwise leave this field blank.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment**
 - Choose: This job is **Full** time or **Part** time (required)
 - Choose: This is a job working directly for the federal government **Yes/No** (required)
- **This is a faculty teaching position**
 - Select an option from the drop-down list that best matches your academic rank.
- **This is an academic administrative position**
 - Select an option from the drop-down list that best matches your administrative position.

Your address and contact information at this job

Select the appropriate checkbox(es):

- Use this contact information for Commons communications
- Use this contact information for Reviewer communications

Enter the address information:

- **Street Address** (required)
- **City** (required)
- **Country** (required)
- **State/Province** (required)
- **ZIP Code** (required)
- **Phone** (required)

Select the appropriate checkbox(es):

- **Use this email for Commons communications**
- **Use this email for Reviewer communications**

Enter your email address in the **Email** field (required).

3. Select the **Update** button.
4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

EMPLOYMENT

You have 2 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs
Add a New Job

Dates	Employment and Contact Details	Status
January 2013 to present	COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: austen@email.edu Phone: 7031234567	<input checked="" type="checkbox"/> You are affiliated with this institution. <input checked="" type="checkbox"/> This is your Primary Employment.

Edit
Quick Update
Leave Job
Delete

Edit Current Job
*Required Field(s)

*Employer ☒ I work in a company or institution outside NIH
COUNTY COLLEGE Change

☐ I work inside NIH Select One

*Start Date MM/YYYY

End Date MM/YYYY (leave blank if still in this job)

Job Title

About this job
NIH uses this information for statistical analysis

☒ This is my primary employment

*This job is ☐ Full time ☒ Part time

*This is a job working directly for the federal government ☐ Yes ☒ No

☒ This is a faculty teaching position

☐ This is an academic administrative position

Your address and contact information at this job

*Street Address

*City

*Country

*State/Province

*Zip Code

*Phone

*Email

Update
Cancel

Figure 17: Edit Current Job Data Fields

4.3.3 Performing a Quick Update for a Current Job

Perform a quick update of a current job when you only need to update the more common items related to a job, such as your phone number, email address, and/or title.

1. Select the **Quick Update** button for the current job.

The **Update Info** data fields display.

2. From the **Update Information** box, update the following fields.

- My information has changed at this job:
 - **Phone**
 - **Email**
 - **Title**

3. Select the **Update** button.

The screenshot shows the 'EMPLOYMENT' section of a user profile. At the top, it says 'You have 2 current job(s) and 1 past job(s)'. Below this, there are instructions about entering research-related employment and post-doctoral fellowships. A table titled 'Current Jobs' lists a job at 'COUNTY COLLEGE' starting in 'January 2013 to present'. The job details include the title 'Professor', address '123 Main Street, Thistown, VA 12345, UNITED STATES', email 'austen@email.edu', and phone '7031234567'. The status indicates the user is affiliated with the institution and it is their primary employment. Below the job details are buttons for 'Edit', 'Quick Update', 'Leave Job', and 'Delete'. The 'Quick Update' button is highlighted with a red circle. An 'Update Info' modal box is open, showing fields for 'Phone', 'Email', and 'Title' with their respective values. The 'Update' button in the modal is also highlighted with a red circle.

Dates	Employment and Contact Details	Status
January 2013 to present	COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: austen@email.edu Phone: 7031234567	✓ You are affiliated with this institution. ① This is your Primary Employment.

Update Info

My information has changed at this job:

Phone: 7031239876

Email: austen@email.edu

Title: Professor

Update **Cancel**

Figure 18: Personal Profile Employment Quick Update

4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.3.4 Leaving a Current Job

When you leave a current job, you can use the **Leave Job** button to update your personal profile.

1. Select the **Leave Job** button for the current job.

The **Leave Job** box displays.

EMPLOYMENT ? CLOSE

You have 2 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs [Add a New Job](#)

Dates	Employment and Contact Details	Status
January 2013 to present	COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: austen@email.edu Phone: 7031234567	<input checked="" type="checkbox"/> You are affiliated with this institution. <input checked="" type="checkbox"/> This is your Primary Employment.

[Edit](#) [Quick Update](#) [Leave Job](#) [Delete](#)

Leave Job

I have left this job as of:

End Date MM/YYYY

[Leave Job](#) [Cancel](#)

Figure 19: Leave Job Feature of Personal Profile

2. Update the following fields:
 - **I have left this job as of:**

End Date (enter in MM/YYYY format)

- **Contact information at this job is currently used for:**

<type of communication is listed if applicable>

- **What address should NIH use instead?**

Select an option from the drop-down list.

3. Select the **Leave Job** button.
4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.3.5 Deleting a Current Job

You can remove a current job from your personal profile by using the Delete Job feature. Use this information if you do not want the job listed in your profile; deleting a job permanently removes the information. If you accidentally remove this information, you will need to re-add it.

NOTE: Do not use the Delete Job feature to indicate that you are no longer at a job. If you wish to update your profile to show a past job, use the Leave Job feature. [Refer to the section of this document titled *Leaving a Current Job* on Page 32.](#)

To delete a current job from your profile:

1. Select the **Delete Job** button for the current job.

The **Delete Job** box displays.

EMPLOYMENT ? CLOSE

You have 2 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs [Add a New Job](#)

Dates	Employment and Contact Details	Status
January 2013 to present	COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: austen@email.edu Phone: 7031234567	✓ You are affiliated with this institution. ⓘ This is your Primary Employment.

[Edit](#)
[Quick Update](#)
[Leave Job](#)
[Delete](#)

Delete Job

Do you really wish to delete the job above? Your changes will be permanent when you save this profile, although you can always re-add it later.

[Delete Job](#)
[Cancel](#)

Figure 20: Delete Job Feature for a Current Job

2. Select the **Delete Job** button.
3. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.4 Updating Your Past Job(s)

4.4.1 Adding a Past Job

If you would like to add a past job, you may do so by using the **Add a Past Job** button in the Past Jobs section.

1. Select the **Add a Past Job** button.

The **Add Past Job** data fields display.

Past Jobs

Add a Past Job

Add Past Job *Required Field(s)

*Employer ☐ I worked in a company or institution outside NIH
(No organization selected) **Change**

☐ I worked inside NIH **Select One**

*Start Date MM/YYYY

End Date MM/YYYY (leave blank if still in this job)

Job Title

About this job
NIH uses this information for statistical analysis

☐ This was my primary employment

*This job was ☐ Full time ☐ Part time

*This was a job working directly for the federal government ☐ Yes ☐ No

☐ This is a faculty teaching position

☐ This is an academic administrative position

Add **Cancel**

Figure 21: Adding a Past Job

2. Enter the information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Select the **Chose from List** button to search for a select a company or institution.
 - Select the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the past job in a MM/YYYY format.

End Date

Enter the date (MM/YYYY) when you left this job.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment**
 - Choose: This job is **Full** time or **Part** time (required)
 - Choose: This is a job working directly for the federal government **Yes/No** (required)
 - **This is a faculty teaching position**
 - Select an option from the drop-down list that best matches your academic rank.
 - **This is an academic administrative position**
 - Select an option from the drop-down list that best matches your administrative position.
3. Select the **Add** button.
 4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.4.2 Editing a Past Job

1. Select the **Edit** button of the past job.

The **Edit Past Job** data fields display.

Past Jobs Add a Past Job

Dates	Institution and Position	Status
February 2007 to July 2009	SOMEOTHER UNIVERSITY	

Edit Delete

Edit Past Job *Required Field(s)

*Employer ☒ I worked in a company or institution outside NIH
 SOMEOTHER UNIVERSITY Change

☐ I worked inside NIH Select One

*Start Date MM/YYYY

End Date MM/YYYY (leave blank if still in this job)

Job Title

About this job

NIH uses this information for statistical analysis

☐ This was my primary employment

*This job was ☒ Full time ☐ Part time

*This was a job working directly for the federal government ☒ Yes ☐ No

☒ This is a faculty teaching position

Select the best match to your teaching position

☒ This is an academic administrative position

Select the best match to your administrative position

Update Cancel

Figure 22: Edit Past Job Data Fields

2. Enter information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Select the **Chose from List** button to search for a select a company or institution.
 - Select the Name of Company **Change** button to change the name of the company.

- **I work inside NIH**

- Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the past job in a MM/YYYY format.

End Date

Enter the date (MM/YYYY) when you left this job.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment**

- Choose: This job is **Full** time or **Part** time (required)
- Choose: This is a job working directly for the federal government **Yes/No** (required)

- **This is a faculty teaching position**

- Select an option from the drop-down list that best matches your academic rank.

- **This is an academic administrative position**

- Select an option from the drop-down list that best matches your administrative position.

3. Select the **Update** button.

4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.4.3 Deleting a Past Job

You can remove a past job from your personal profile by using the Delete Job feature. Use this information if you do not want the job listed in your profile; deleting a job permanently removes the information. If you accidentally remove this information, you will need to re-add it.

To delete a current job from your profile:

1. Select the **Delete Job** button for the past job.

The **Delete Job** box displays.

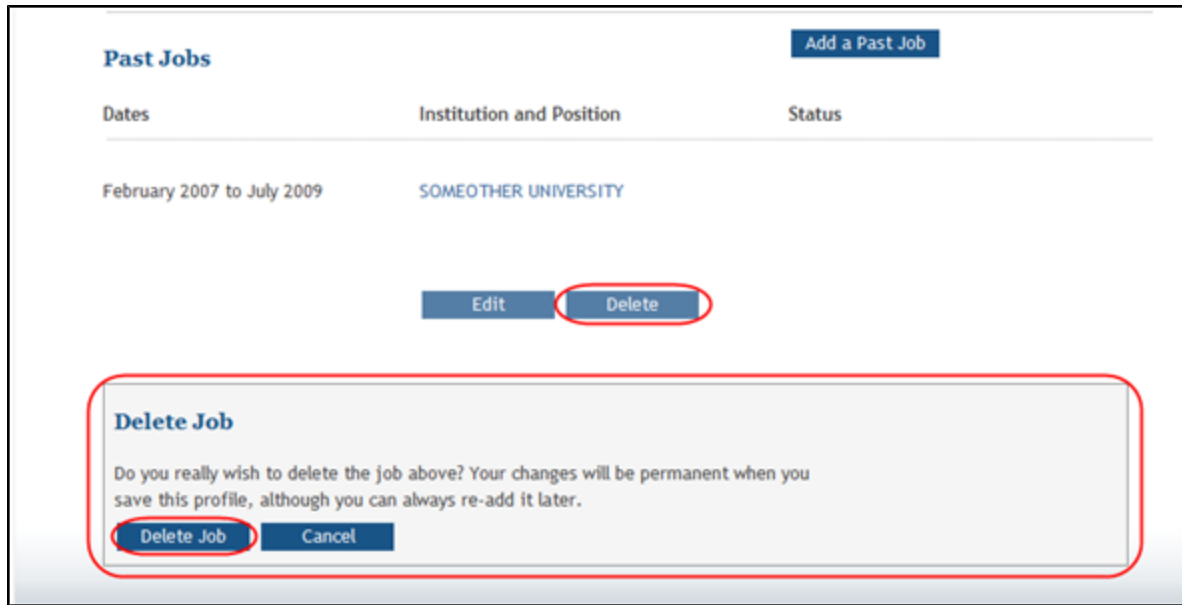


Figure 23: Delete Job Feature for a Past Job

2. Select the **Delete Job** button.
3. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

5 Reviewer Information

If you are a Reviewer using Internet Assisted Review (IAR) via the Commons system, you have access to the Reviewer Information component of the Personal Profile. Accurate Reviewer information is essential for successfully using IAR for the review process.

The Reviewer Information section allows you to view, add, update, and/or access:

- Your preferred method of contact for review meetings
- Your home address information
- Secure Payment Registration System (SPRS)
- Your eligibility for continuous submission

If you have one of the following Commons user roles, you have access to the Reviewer Information component of the Personal Profile:

- IAR
- PI

NOTE: Please remember to keep your profile updated with employment information from the last 3 years. This information is vital to NIH and its SROs for determining any conflicts of interest with applications. Employment information is maintained in the Employment section of your profile. [Refer to the section of this document titled *Employment on Page 21* for steps on completing this information.](#)

5.1 Viewing Reviewer Information

You can view the information in the Reviewer Information component of the Personal Profile by:

- Selecting the Reviewer Information link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the Reviewer Information component tile header

The information displays the following fields as read-only.

- **Reviewer Correspondence**
- **Reviewer Payments**
- **Continuous Submission Eligibility Status**

You can view your Continuous Submission Eligibility status while in the view mode of the **Reviewers Information** by selecting one of the **Show Eligibility Status** links. Refer to the section titled [Continuous Submission Eligibility Status on Page 43](#).

U.S. Department of Health & Human Services

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JANE AUSTEN
SAMPLE UNIVERSITY
PI IAR

NIH National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
IAR - Internet Assisted Review User
PI - Principle Investigator
Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
TRAINEE INFORMATION
EDUCATION
REFERENCE LETTERS
PUBLICATIONS

Profile updated:
06/27/2013
[Change your password by:](#)
12/31/2013

eRA Commons Help Desk
Hours: Mon-Fri, 7AM-8PM EDT/EST
Web: <http://era.nih.gov/help>
Toll-free: 866-504-9552
Phone: 301-402-7469
TTY: 301-451-5939
Contact initiated outside of business hours via Web or voice mail will be returned the next business day

Personal Profile Summary ?

+ View All

NAME AND ID ? EDIT VIEW

DEMOGRAPHICS ? EDIT VIEW

EMPLOYMENT ? EDIT VIEW

REVIEWER INFORMATION ? EDIT CLOSE

Reviewer Correspondence: Department of Medicine
Sample University
College Town, VA 12345
UNITED STATES
Email: J_Austen@sample.edu
Phone: 7035552345
Select a job or a home address for NIH to use for all grants-related communications.

Reviewer Payments: 52 Memory Lane
Thistown, VA 12345
UNITED STATES
Email: Jane@myemail.com
Phone: 703555678
You must provide a home address to be paid for your work as a reviewer.

Continuous Submission Eligibility Status:
Not Eligible

To help recognize outstanding service in the NIH peer review process and on NIH Advisory Groups, NIH has implemented policy and procedures to allow appointed members of NIH review and Advisory Groups, and peer reviewers with recent substantial service (six times in the NIH specified 18 months period), to submit their research grant applications (R01, R21, or R34) on a continuous basis and to have those applications undergo initial peer review in a timely manner.

[What is Continuous Submission?](#) »
[Continuous Submission FAQs](#) »

Eligibility for Continuous Submission based on current appointed membership [Show Eligibility Status](#)

Eligibility for Continuous Submission based on recent substantial service [Show Eligibility Status](#)

TRAINEE INFORMATION ? EDIT VIEW

Figure 24: Summary View of Personal Profile Reviewer Information

5.2 Editing Reviewer Information

Select the **Edit** button on the Reviewer Information header to display all the editable fields available in this component of the Personal Profile.

Reviewer Communications

You must provide NIH with a means of contacting you for communications specific to review meetings, such as your initial invitation by the SRO to participate in a review meeting.

The screenshot shows the 'Reviewer Communications' section of a form. At the top right, there is a red label '*Required Field(s)'. Below the title, a question asks 'What address should NIH use to contact you for reviews?'. There are three radio button options: 'Use my work address at:', 'Use the home address on this page', and 'Provide a different address'. The first option is selected. Below it is a dropdown menu with 'Select One' as the current selection. To the right of these options, a text box explains: 'To use a new work address, go to the [Employment](#) section of this form, where you can provide a new address or update an existing one. Then save the profile and return here.' Below the radio buttons, there are several text input fields for address details, each preceded by an asterisk indicating it is required: '*Street Address' (containing 'Department of Medicine' and 'Sample University'), '*City' (containing 'College Town'), '*Country' (a dropdown menu with 'UNITED STATES' selected), '*State/Province' (a dropdown menu with 'VIRGINIA' selected), '*Zip Code' (containing '12345'), '*Phone' (containing '7035552345'), and '*Email' (containing 'J_Austen@sample.edu').

Figure 25: Reviewer Communications Section of Reviewer Information

- **What address should NIH use to contact you for reviews?** Select one of the radio buttons provided.

- **Use my work address at:**

Select this option to use a work address that we have for you in your profile. You can select the specific one from the drop-down list.

If the work address you want to use is not listed, it means it is not in your profile. In this case, update your **Employment** section by adding a new job, save the profile, and then return to this field to select it.

- **Use the home address on this page**

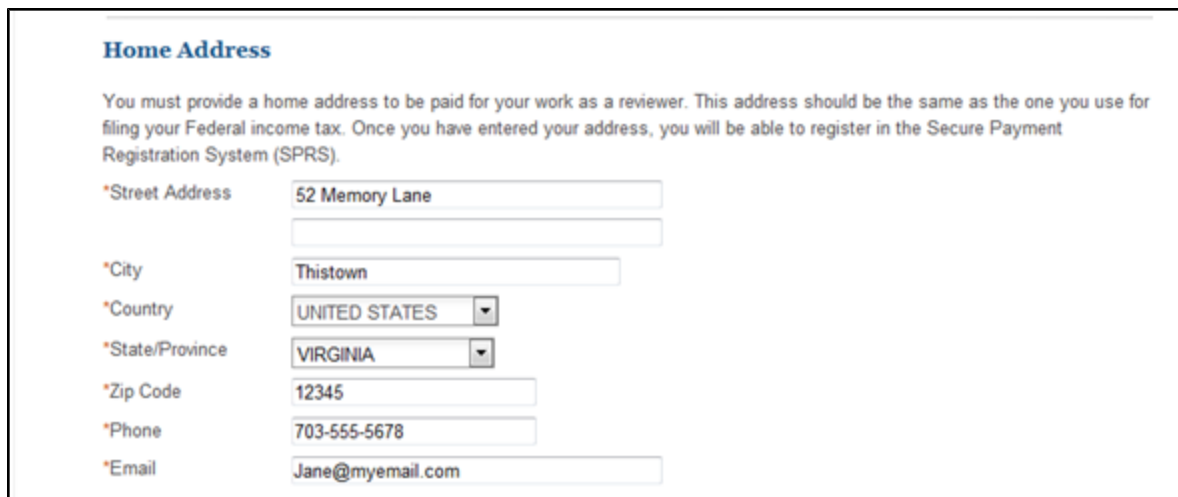
Select this option if you want to use the home address listed in this Reviewer Information section of the Personal Profile. When you choose this option, you must also enter your **Phone** and **Email** on the required fields that are provided.

- **Provide a different address**

Select this option if you wish to provide another address not already in your profile. Selecting this option displays editable address fields.

Home Address

You must provide a home address in order to be paid for your services as a Reviewer. This address should be the same one you use to file your federal income tax. All fields in this section are required.



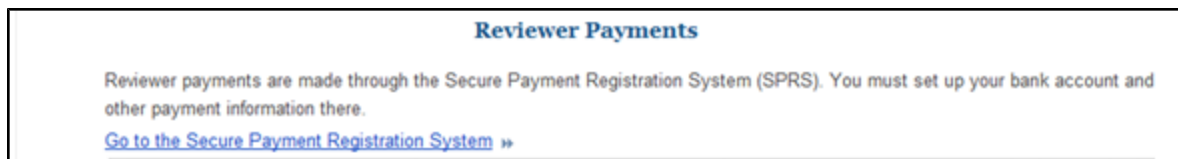
The screenshot shows a web form titled "Home Address" in blue. Below the title is a paragraph: "You must provide a home address to be paid for your work as a reviewer. This address should be the same as the one you use for filing your Federal income tax. Once you have entered your address, you will be able to register in the Secure Payment Registration System (SPRS)." Below this are several input fields, each with a red asterisk label: "Street Address" (text box with "52 Memory Lane"), "City" (text box with "Thistown"), "Country" (drop-down menu with "UNITED STATES"), "State/Province" (drop-down menu with "VIRGINIA"), "Zip Code" (text box with "12345"), "Phone" (text box with "703-555-5678"), and "Email" (text box with "Jane@myemail.com").

Figure 26: Home Address Section of Reviewer Information

- **Street Address**
- **City**
- **Country** (select from drop-down)
- **State** (select from drop-down)
- **ZIP Code**

Reviewer Payments

This section includes a link to the Secure Payment Registration System (SPRS). Reviewer payments are made through this system. Use the provided link to access SPRS and register your bank account and payment information there.



The screenshot shows a web form titled "Reviewer Payments" in blue. Below the title is a paragraph: "Reviewer payments are made through the Secure Payment Registration System (SPRS). You must set up your bank account and other payment information there." Below this is a blue hyperlink: "Go to the Secure Payment Registration System »".

Figure 27: Reviewer Payments Section of Reviewer Information

Continuous Submission Eligibility Status

Displays *Eligible Until* <Date and Time> or *Not Eligible* as appropriate.

Use the **What is Continuous Submission?** and **Continuous Submission FAQs** links in this

section to access information on Continuous Submission Eligibility.

Continuous Submission Eligibility Status:
Eligible Until 08/16/2019 5:00 PM ET

To help recognize outstanding service in the NIH peer review process and on NIH Advisory Groups, NIH has implemented policy and procedures to allow appointed members of NIH review and Advisory Groups, and peer reviewers with recent substantial service (six times in the NIH specified 18 months period), to submit their research grant applications (R01, R21, or R34) on a continuous basis and to have those applications undergo initial peer review in a timely manner.

[What is Continuous Submission? »](#)
[Continuous Submission FAQs »](#)

Eligibility for Continuous Submission based on current appointed membership [Show Eligibility Status](#)

Eligibility for Continuous Submission based on recent substantial service [Show Eligibility Status](#)

Figure 28: Eligibility for Continuous Submission Section of Reviewer Information

Select the **Show Eligibility Status** links to view details of your eligibility based on current appointed membership or recent substantial service. Once expanded, the details can be collapsed by selecting the **Hide Eligibility Status** links.

Eligibility for Continuous Submission based on current appointed membership

Use this section to check if you are eligible based on current appointed membership to NIH review and advisory groups. Details of the current eligible committee service team(s) display including the **From** and **To** date and **Committee Name**.

If ineligible, the following message displays: *There are no eligible committee memberships available.*

Eligibility for Continuous Submission based on current appointed membership [Hide Eligibility Status](#)

Eligible Committee Service Terms

From:	To:	Committee Name:
07/01/2013	06/30/2019	IRG

Eligibility for Continuous Submission based on recent substantial service [Show Eligibility Status](#)

Figure 29: Eligibility Based on Current Appointed Membership

Eligibility for Continuous Submission based on recent substantial service

Use this section to check if you are eligible based on recent substantial service. Choose a fiscal

year from the drop-down list. When you select an option, information concerning your status displays for that fiscal year. This includes whether you are eligible; the number of meetings in which you have participated; the details for those meetings.

Additionally, there is a link offering information on what to do if meetings are missing from the link. Select the **What do I do if meetings that I think should count are missing from this list?** link to view that information.

Eligibility for Continuous Submission based on current appointed membership [Show Eligibility Status](#)

Eligibility for Continuous Submission based on recent substantial service [Hide Eligibility Status](#)

Fiscal Year 2015 (08/16/2014 - 09/30/2015) ▼

Your Status For Fiscal Year 2015 (08/16/2014 - 09/30/2015), you are not eligible for Continuous Submission based on your recent substantial service.

You participated in 1 meeting(s) from 01/01/2013 to 06/30/2014.

[What do I do if meetings that I think should count are missing from this list?](#)

Starting January 2014, multiple meetings started on the same day will count as 1 toward Continuous Eligibility.

1. 07/25/2013 at ABCD Meeting 2013/10 ABDC SRO: Elizabeth Bennet

Figure 30: Eligibility Based on Recent Substantial Service

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

IMPORTANT: Your Personal Profile will not save if there are any required fields missing data. Before navigating away from or closing the Personal Profile, review the ‘problem’ messages on the screen to determine if required information is missing. If so, all of your changes will be lost unless you enter the required information and re-save your profile.

6 Trainee Information

If you hold a Commons Trainee user role and are using the xTrain module, you have access to the Trainee Information component of the Personal Profile. This section of the profile allows you to view, add, or update your permanent address where you can be contacted after the training program is completed.

If you have the Trainee Commons user role, you have access to the Trainee Information component of the Personal Profile.

6.1 View Trainee Permanent Address

You can view the information in the Trainee Information component of the Personal Profile by:

- Selecting the Trainee Information link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the Trainee Information component tile header

The Trainee's permanent address information displays in this view.

U.S. Department of Health & Human Services

eRA Commons
Sponsored by National Institutes of Health

JANE AUSTEN
AUSTEN
SAMPLE UNIVERSITY
PI IAR

NIH National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
IAR - Internet Assisted Review User
PI - Principle Investigator
Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
TRAINEE INFORMATION
EDUCATION
REFERENCE LETTERS
PUBLICATIONS

Profile updated:
06/27/2013
[Change your password](#) by:
12/31/2013

eRA Commons Help Desk
Hours: Mon-Fri, 7AM-8PM EDT/EST
Web: <http://era.nih.gov/help>
Toll-free: 866-504-9552
Phone: 301-402-7469
TTY: 301-451-5939

Personal Profile Summary ?

+ View All

NAME AND ID ? EDIT VIEW

DEMOGRAPHICS ? EDIT VIEW

EMPLOYMENT ? EDIT VIEW

REVIEWER INFORMATION ? EDIT VIEW

TRAINEE INFORMATION ? EDIT CLOSE

Street Address (Trainees): 52 Memory Lane
This town, VA 12345
UNITED STATES
Email: Jane@myemail.com
Phone: 703-555-5678

This address allows NIH to contact you after your training is complete.

EDUCATION ? EDIT VIEW

REFERENCE LETTERS ?

Figure 31: Summary View of Personal Profile Trainee Information

6.2 Edit Trainee Permanent Address

Select the **Edit** button on the Trainee Information header to display all the editable fields available in this component of the Personal Profile.

The information - both the street and email addresses - you provide should be one at which you can be reached after your current trainee period ends. All fields are required.

- **Street Address**
- **City**
- **Country** (select from drop-down)
- **State** (select from drop-down)
- **ZIP code**
- **Phone**
- **Email**

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

U.S. Department of Health & Human Services

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JANE AUSTEN
SAMPLE UNIVERSITY
PI IAR

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Personal Profile
JANE AUSTEN
Roles:
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Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
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TTY: 301-451-5939
Contact initiated outside of business hours via Web or voice mail will be returned the next business day

Personal Profile Summary

+ View All **Save All** Discard Changes

NAME AND ID

DEMOGRAPHICS

EMPLOYMENT

REVIEWER INFORMATION

TRAINEE INFORMATION

This permanent address should be one where you can be reached for follow-up surveys after your training program is complete. Do not give your current home address, unless it is also your permanent address.

*Required Field(s)

*Street Address 52 Memory Lane

*City Thistown

*Country UNITED STATES

*State VIRGINIA

*ZIP Code 12345

*Phone 7035555678

*Email Jane@myemail.com

Enter an address where we can reach you after your current student or trainee period is over. It may be "in care of" someone.
Enter an email address where NIH can contact you after you complete this trainee position.

EDUCATION

REFERENCE LETTERS

Figure 32: Edit Mode for Personal Profile Trainee Information

IMPORTANT: Your Personal Profile will not save if there are any required fields missing data. Before navigating away from or closing the Personal Profile, review the 'problem' messages on the screen to determine if required information is missing. If so, all of your changes will be lost unless you enter the required information and re-save your profile.

7 Education

The Education component of the Personal Profile allows you to view, add, update, and/or access your:

- Awarded and expected degree information
- Areas of residency
- Eligibility for continuous submission

The Education component is considered complete when the profile contains at least one degree (complete or in progress).

If you have one of the following Commons user roles, you have access to the Education component of the Personal Profile:

- ASST
- IAR
- PI
- Postdoc
- Scientist
- Sponsor
- Trainee

7.1 *Viewing Education*

You can view the information in the Education component of the Personal Profile by:

- Selecting the Education link from the left side dashboard of the Personal Profile Summary
- Selecting the **View** button from the Education component tile header

The information displays as read-only.

- **Your Degrees**
Date Completed
Degree and Institution
- **Your Residency**
Date Completed
Area of Residency
- **Early Stage Investigator (ESI) Status**

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AUSTEN
SAMPLE UNIVERSITY
PI IAR

NIH National Institutes of Health
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
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Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
TRAINEE INFORMATION
EDUCATION
REFERENCE LETTERS
PUBLICATIONS

Profile updated: 06/27/2013
Change your password by: 12/31/2013

eRA Commons Help Desk
Hours: Mon-Fri, 7AM-8PM EDT/EST
Web: <http://era.nih.gov/help>
Toll-free: 866-504-9552
Phone: 301-402-7469
TTY: 301-451-5939
Contact initiated outside of business hours via Web or voice mail will be returned the next business day

Personal Profile Summary ?

+ View All

NAME AND ID ? EDIT VIEW

DEMOGRAPHICS ? EDIT VIEW

EMPLOYMENT ? EDIT VIEW

REVIEWER INFORMATION ? EDIT VIEW

TRAINEE INFORMATION ? EDIT VIEW

EDUCATION ? EDIT CLOSE

Your degrees ✓ At least 1 degree in profile

Date Completed	Degree and Institution
Jun 2003	PHD in Sample University
Dec 2000	MD Someother University ✖ This is your terminal degree.
Jun 1997	BA in Psychology Madeup College

Your highest degree can affect eligibility for awards or appointments, and is used to determine Early Stage Investigator status.

Your Residency

Date Completed	Area of Residency
Jul 2000	Internal Medicine




Figure 33: Summary View of Personal Profile Education

7.2 Editing Education

While in the edit mode, you can edit or delete your individual degree and/or residency records or add new information using the **Edit**, **Delete**, and **Add a Degree** buttons.

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

Your **Early Stage Investigator (ESI) Status** displays in edit mode. Look to the bottom of the **Education** tile to view **Your Status**.


EDUCATION


CLOSE

You have 3 completed degrees or residences and 0 in progress

Enter all post-high school degrees completed or in progress. It should also include your latest medical residency, if you have one. You may enter degrees in any order.

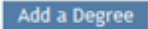
Your degree information is sometimes checked against grant applications or used to populate other forms. Your highest degree can affect eligibility for awards or appointments.







Trainees: This information is critical. We use it to determine eligibility, and it can affect stipends.

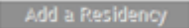
Medical Residency: If you entered at least one completed degree, you can add a medical residency. Commons includes information on only one medical residency at a time. If you already have a medical residency listed and you now want to tell us about a new residency, us Edit Residency to change the information.



Fellowships: Enter post-doctoral fellowships and assistantships on the Employment page.

[For translation of degree codes click here](#)

Your degrees


Date Completed	Degree and Institution	Action
June 2003	PHD in Sample University	 EDIT  DELETE
December 2000	MD Someother University ❏ This is your terminal degree.	 EDIT  DELETE
June 1997	BA in Psychology Madeup College	 EDIT  DELETE

Your residency


Date Completed	Area of Residency	Action
July 2000	Internal Medicine	 EDIT  DELETE

Early Stage Investigator (ESI) Status

ESI status gives you special consideration and enhanced benefits when applying for certain grants. Young investigators have this status for 10 years after they receive a PhD.

[See more Information on ESI](#) ➞

Your Status

No longer an early stage investigator
Your MD was completed in Jun 2000 , over 10 years ago

Figure 34: Edit Mode for Personal Profile Education

NOTE: Select the **For translation of degree codes click here** link to open the Degree Codebook file. This link is only available while in edit mode.

IMPORTANT: Your Personal Profile will not save if there are any required fields missing data. Before navigating away from or closing the Personal Profile, review the ‘problem’ messages on the screen to determine if required information is missing. If so, all of your changes will be lost unless you enter the required information and re-save your profile.

7.3 Updating Your Degrees

7.3.1 Adding a Degree

You can add another degree to your profile using the **Add Degree** button in the Education component of the Personal Profile.

1. Select the **Add Degree** button.

The **Add Degree** box displays.

2. Enter information for the following fields:

Degree Name (required)

Select your type of degree from the drop-down list or choose *Other Degree* if not available.

For a translation of degree codes, please refer to the Degree Codebook spreadsheet located online (http://era.nih.gov/files/degree_codebook.xlsx).

Status (required)

Select the appropriate radio button concerning the status of your degree and enter the month/year in MM/YYYY format:

- **Completed in**
- **In Progress, expected**

Choose a **Length of program in progress** from the drop-down box if your status is in progress.

Institution (required)

Enter the name of the institution. If outside the United States, enter the city and country in the next box.

Is this your terminal degree

Select the checkbox if this is the highest degree available in the field of study.

Area of Study

- Enter a **Primary** area of study
- Enter a **Secondary** area of study

3. Select the **Add** button.

-OR-

Select the **Add another Degree** button to repeat the steps for another degree.

Your degrees Add a Degree

Add Degree *Required

*Degree Name
Other Degree

*Status
☐ Completed in
☐ In Progress, expected
Length of program in progress

*Institution
If the institution is outside the US, enter the city and country where it is located:

Is this your terminal degree? ☐

Area of Study
Primary
Secondary

Date Completed Degree and Institution Action

Figure 35: Adding a Degree

7.3.2 Editing a Degree

You can edit or delete existing degree information using the **Edit** and **Delete** buttons.

To edit a degree:

1. Select the **Edit** button for your degree.

The **Edit Degree** box displays.

2. From the **Edit Degree** box, update the following fields:

Degree Name (required)

Select your type of degree from the drop-down list or choose *Other Degree* if not available.

For a translation of degree codes, please refer to the Degree Codebook spreadsheet located online (http://era.nih.gov/files/degree_codebook.xlsx).

Status (required)

Select the appropriate radio button concerning the status of your degree and enter the month/year:

- **Completed in**
- **In Progress, expected**

Choose a **Length of program in progress** from the drop-down box if your status is in progress.

Institution (required)

Enter the name of the institution. If outside the United States, enter the city and country in the next box.

Is this your terminal degree

Select the checkbox if this is the highest degree available in the field of study.

Area of Study

- Enter a **Primary** area of study
- Enter a **Secondary** area of study

3. Select the **Update** button.

Your degrees Add a Degree

Date Completed	Degree and Institution	Action
June 2003	PHD in Sample University	EDIT DELETE
December 2000	MD Someother University <input checked="" type="checkbox"/> This is your terminal degree.	EDIT DELETE
June 1997	BA in Psychology Madeup College	EDIT DELETE

Edit Degree *Required

*Degree Name If your degree is not in the list, select one of the "Other Degree" options. If you do not expect to complete this degree, leave the date blank.

Other Degree

*Status ☒ Completed in MM/YYYY

☐ In Progress, expected MM/YYYY

Length of program in progress

*Institution
If the institution is outside the US, enter the city and country where it is located:

Is this your terminal degree? ☒

Area of Study

Primary

Secondary

Update Cancel

Figure 36: Editing a Degree

7.3.3 Deleting a Degree

You can remove a degree from your personal profile by using the Delete Degree feature. Use this information if you do not want the degree information listed in your profile; deleting a degree permanently removes the information. If you accidentally remove this information, you will need to re-add it.

To delete a degree:

1. Select the **Delete** link next to the degree being removed.

The **Delete Degree** box displays.

2. Select the **Delete Degree** button.

The degree information is permanently removed from your profile.

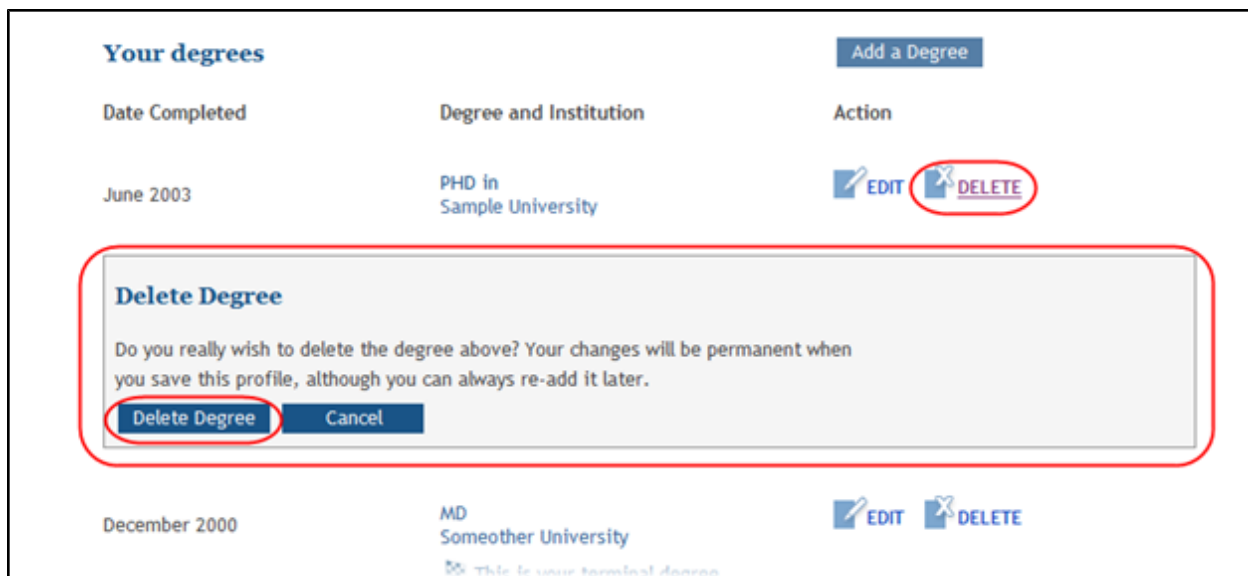


Figure 37: Deleting a Degree

7.4 Updating Your Residency

7.4.1 Adding a Residency

If a residency is missing from the list, you can add a new one using the **Add a Residency** button in the Education component of the Personal Profile.

To add a residency:

1. Select the **Add a Residency** button for your residency.

The **Edit Residency** box displays.

2. Update the following fields:

- **Area of Residency**
- **Date Completed (or expected)** in MM/YYYY format (required field)

3. Select the **Add** button.

The screenshot shows a web interface titled "Your residency". At the top right is a button labeled "Add a Residency". Below it is a modal window titled "Edit Residency" with a red border. Inside the modal, there are two input fields: "Area of Residency" and "*Date Completed (or expected)" with a placeholder "MM/YYYY". The date field is marked as "*Required". At the bottom of the modal are two buttons: "Add" and "Cancel". Below the modal, there is a table header with three columns: "Date Completed", "Area of Residency", and "Action".

Figure 38: Adding a Residency

7.4.2 Editing a Residency

You can edit or delete existing residency information using the **Edit** and **Delete** buttons.

To edit your residency:

1. Select the **Edit** button for your residency.

The **Edit Residency** box displays.

2. Update the following fields:

- **Area of Residency**
- **Date Completed (or expected)** in MM/YYYY format (required field)

3. Select the **Update** button.

This screenshot shows the "Your residency" page with a table of existing residencies. The table has columns for "Date Completed", "Area of Residency", and "Action". One row is visible with "July 2000" in the date column and "Internal Medicine" in the area column. In the "Action" column, there are two buttons: "EDIT" and "DELETE". The "EDIT" button is circled in red. Below the table, the "Edit Residency" modal is open, also with a red border. It contains the same fields as the first screenshot, but the "Area of Residency" field is pre-filled with "Internal Medicine" and the "*Date Completed (or expected)" field is pre-filled with "07/2000". The "Update" button at the bottom of the modal is also circled in red.

Figure 39: Editing a Residency

7.4.3 Deleting a Residency

You can remove a residency from your personal profile by using the Delete Residency feature. Use this information if you do not want the residency information listed in your profile; deleting a residency permanently removes the information. If you accidentally remove this information, you will need to re-add it.

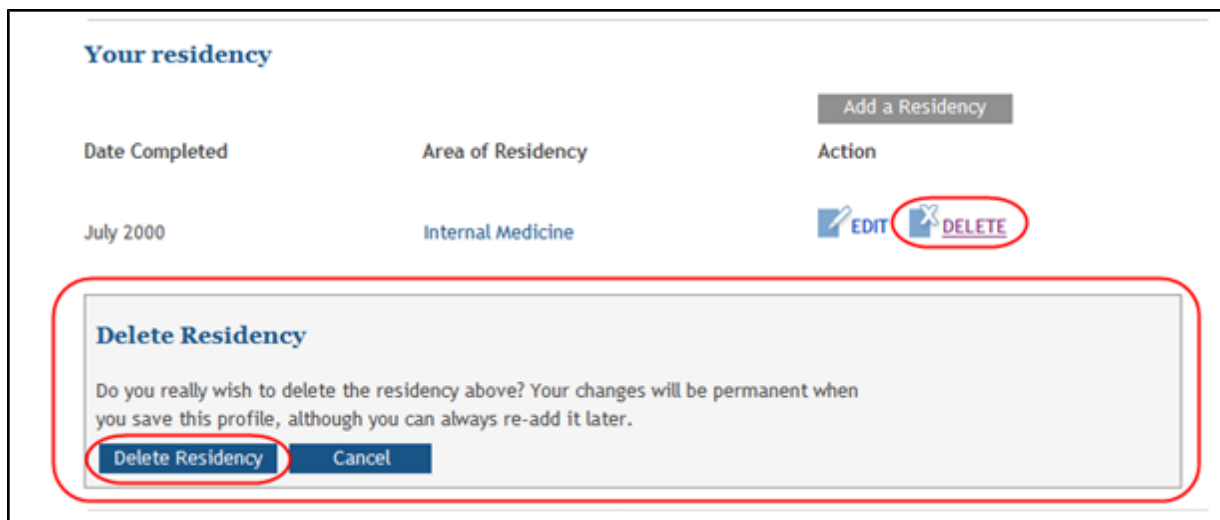
To delete a residency:

1. Select the **Delete** link next to your residency.

The **Delete Residency** box displays.

2. Select the **Delete Residency** button.

The residency information is permanently removed from your profile.

*Figure 40: Deleting a Residency*

8 Reference Letters

If you have the PI role, you have access to the Reference Letters component of the Personal Profile.

The Reference Letters component contains a list of all reference letters received by NIH on your behalf . The information is read-only and cannot be changed.

NOTE: The Personal Profile does not provide access to the actual reference letters.

You can view the information in the Reference Letters component of the Personal Profile by:

- Selecting the Reference Letters link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** icon from the Reference Letters component tile header

The following read-only information displays for each letter received:

- **Date Received**
- **Reference Letter From**
- **Supporting Application**

U.S. Department of Health & Human Services

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SAMPLE UNIVERSITY
PI IAR

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Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
Roles:
TRAINEE - Trainee
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Person ID: 1234567

PERSONAL PROFILE SUMMARY
NAME AND ID
DEMOGRAPHICS
EMPLOYMENT
REVIEWER INFORMATION
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Personal Profile Summary ?

+ View All

- NAME AND ID ? EDIT VIEW
- DEMOGRAPHICS ? EDIT VIEW
- EMPLOYMENT ? EDIT VIEW
- REVIEWER INFORMATION ? EDIT VIEW
- TRAINEE INFORMATION ? EDIT VIEW
- EDUCATION ? EDIT VIEW
- REFERENCE LETTERS ?** CLOSE
- PUBLICATIONS ? VIEW

These entries will stay on this page beyond the grant for which they were received.

Date Received	Reference Letter From	Supporting Application
June 08, 2010	Crane, Stephen Department: School of Medicine Sample University SCrane@sample.email.edu	The Red Badge of Courage and Other Skin Infections Grant: K23AR123456-01 FOA: PA-00-123
June 08, 2010	Shakespeare, William Department: School of Medicine Sample University ShakesW@email.com	The Taming of the Flu and other Infectious Diseases Grant: R01AI123456-01 FOA: PA-01-000
June 08, 2010	Poe, Edgar Allan Department: Cardiovascular Institute Raven College Poe@ravenmail.com	The Tell Tale Heart Disease Grant: R01HL123456-01 FOA: PA-00-123
June 10, 2010	Doyle, Arthur Conan Department: Cardiovascular Medicine Bakerstreet University Doyle@bakeremail.com	A Study in Scarlet Fever Grant: R01AI234567-01 FOA: PA-11-1111
June 14, 2010	Joyce, James Department: School of Medicine Ulyssess College Joyce@email.com	Portrait of the Old Man from Childhood to Adulthood Grant: R01AG654321-01 FOA: PA-00-321

Figure 41: Reference Letters Section of the Personal Profile

9 Publications

eRA Commons has partnered with the National Center for Biotechnology Information (NCBI) to link NCBI's personal online tool, My NCBI, to Commons. My NCBI offers an online portal - My Bibliography - for users to maintain and manage a list of all their authored works, such as journal articles, manuscripts accepted for publication, books, and book chapters.

The Publications section of the personal profile provides links to the following:

- NIH Public Access website
- NIH Manuscript Submission System
- National Center for Biotechnology Information *My NCBI* tool

If you have the PI role, you have access to this component of the personal profile.

Click [here](#) for an image of the **Publications** block of the personal profile.

U.S. Department of Health & Human Services

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Profile updated:
06/27/2013
Change your password by:
12/31/2013

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Contact initiated outside of business hours via Web or voice mail will be returned the next business day

Personal Profile Summary ?

+ View All

NAME AND ID ? EDIT VIEW

DEMOGRAPHICS ? EDIT VIEW

EMPLOYMENT ? EDIT VIEW

REVIEWER INFORMATION ? EDIT VIEW

TRAINEE INFORMATION ? EDIT VIEW

EDUCATION ? EDIT VIEW

REFERENCE LETTERS ? VIEW

PUBLICATIONS ? CLOSE

The NIH Public Access Policy ensures that the public has access to the published results of NIH-funded research. It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication.
[Learn more about the NIH Public Access Policy at http://publicaccess.nih.gov/](http://publicaccess.nih.gov/) »
To access NIHMS click [here](#)
If you need to login to My NCBI account please use this link: [My NCBI](#)

Figure 42: Publications Section of Personal Profile